



June 4, 2018 Minutes  
7:00pm at High Mountain School All Purpose Room

Call to Order 7:11pm

Flag Salute

PTO President Welcome: Heather LaCognata: It's finally June. Welcome to our last meeting for this school year. The executive board and I would like to extend a huge thank you to everyone who has joined the PTO, all who have come to meetings, chaired or co-chaired a committee, been a class captain or class parent, or volunteered in any way. The events and activities for the children cannot be done without those who step up to volunteer their time and energy. Also, we would like to thank the teachers and administrators for their support and efforts to work collaboratively together in the best interest of our children.

Swearing in of 2018-2019 PTO Executive Board: Michele Manning: M. Manning read the oath for the executive board to repeat and be sworn in.

Administration: Reports read by Heather LaCognata

Mrs. Mazzola

- School security Drills & Fire Drills– complete and ongoing.
- PARCC testing is completed at HMS, and we are wrapping up with the NJ-SLA Science testing in grades 5-8. The students worked hard, and put forth a lot of effort. We are very proud of them!
- On May 14, Mr. John Halligan visited High Mountain School to present Ryan's Story. His powerful presentation covered serious concerns including bullying and suicide. He talked to the students about being an up stander as opposed to a bystander, and sticking up for those who may be encountering a bully. He encouraged students to self reflect on their behaviors and ways they treat their peers. His final overall message was one of inspiration – you are loved. His evening presentation focused on strategies for parents on managing technology, signs of bullying, and signs that children may be in need of assistance. We thank Ms. Conover and the PTO for bringing Mr. Halligan to HMS.
- Grade 7 enjoyed a fun filled overnight trip to Pine Forest on May 22 and 23. The rainy start did not hold them back from fun! They participated in team building activities, canoeing, rock climbing, had a bon fire. In fact, despite the weather in the beginning of the trip, they covered more activities than ever. They had a memorable experience for sure!
- Grade 7 also took a trip to Manchester High School on Monday May 29<sup>th</sup>. They visited classrooms, had an overview of the programming offered and had a chance to hear the highlights of the school. They had a great morning – and we continue to receive a tremendous amount of compliments about their behavior. Way to go Grade 7!
- As the year comes to an end, a lot of events are scheduled:
  - June 5 – Grade 5 orientation for parents of incoming fifth graders. The student will visit on Wednesday, June 6<sup>th</sup>.
  - Field Day and the picnic are schedules for June 12 with a rain date of June 13.
  - Grade 8 dance at the Tides is on June 14<sup>th</sup>. The students will walk to Memorial that morning to do a run through of graduation as well. As a reminder, Grade 8 reports at 10:00am on the 15<sup>th</sup>.
  - Graduation is scheduled for June 19<sup>th</sup> at 7:00 at Memorial.
  - June 19, 20, 21, and 22 are all single session days for the students.
- Thank you to the entire PTO and to the parents for your continued support throughout the school year. You make this district stronger and I cannot thank you enough for all you do for our staff and students. Have a wonderful summer!

Mrs. Tait:

- Our new event in Kindergarten of the **Mother's Day Tea** was a huge success! The students absolutely loved performing for their moms, serving them tea and a snack and of course sharing this special time with them. Thank you to all the Mom's, Grandma's and special someone's who joined us!
- Congratulations to all who performed in the Talent Show. The students did a great job and we are proud of all their hard work!

- Kindergarten screening took place May 14<sup>th</sup> – 16<sup>th</sup>. Thank you to the PTO Moms for your time in making this event a successful one!
- Our Kindergartners had the Carnival and it was such a great day! The children loved every minute of this special event. Thank you to Mrs. Realmonte and all the parents for making this possible!
- Congratulations to our 3<sup>rd</sup> grade students in their exceptional work in the 3<sup>rd</sup> grade Museum. Thank you to the parents and families for joining to celebrate our 3<sup>rd</sup> graders.
- A great big congratulations to our 4<sup>th</sup> grade Gifted and Talented students for earning 2<sup>nd</sup> place in the Battle of the Books competition. We are all so proud of the students for their achievement!
- This year we enjoyed a new program of One School, One Book. As a culminating activity to this journey through Mouse and The Motorcycle, we are planning a full day school wide Celebration Day. There are events planned where students will participate in a game of Kahoot with questions based on the text, visit the Gym where they will participate in a "Mouse Maze," make mouse related crafts, visit a photo booth for a "cheesy" picture, have a visit from an ice cream truck, have a snack and finally watch the movie of Mouse and The Motorcycle. We also will be giving each child/family a gift of the sequel titled, "Runaway Ralph" which students could enjoy during the summer months. Thank you PTO for supporting this program!
- 4<sup>th</sup> grade Move-Up June 15<sup>th</sup>
- Spring Show is June 5<sup>th</sup>
- Kindergarten Orientation June 6<sup>th</sup>
- Next School Spirit Day is: Hawaiian Luau Day on Friday, June 1<sup>st</sup>  
Thank you to the PTO for an outstanding year!

Minutes of May 7, 2018 Meeting: Please review the May minutes.

- Approved: Elisabeth House
- Seconded: Jessica Matos

PTO Treasurer's Report: Angela Bua: The May 1 operating starting balance was \$59,876.59. After deposits and disbursements the operating balance is \$53,098.97. When adding in the games of chance account and the savings, the May 30 amount available is \$128,310.55. Well done everyone.

- Approved: Carly Saal
- Seconded: Trish Febbo

8<sup>th</sup> Grade Treasurer's Report: Lisa Antropow: The opening operating balance was \$17,385.57. After deposits and disbursements, the end operating balance is \$11,907.07. We are on track for everything that we need to this year.

Correspondence Report: Giselle Micchio: Thank you notes were received for the Nurse's Day gifts. There were several thank you notes from many teachers regarding teacher appreciation week.

Web Coordinator: Heather Davidson: The system will be cleared out on Friday, June 29. Live re-entering and updating of information will be open on Monday, July 2. We ask that you go in and update your child's grade and mark their teachers as unknown. Sign up's for committee chairs and co-chairs as well as class captains and class parents will occur from July 2 – July 31.

- Question: Michele Manning: With notices barely ever getting home from HMS, can days off and half days be blasted out via email? This would be tremendously helpful.
  - A: Yes.

NHEF Report: Heather Davidson: NHEF had a great year. Thank you to all involved in making that happen. We are in the process of counting box tops. Thank you to all who contributed by collecting and sending them in. The HMS grade and the Memorial class with the most will receive a pizza party.

Please consider following NHEF on Facebook for our information and updates.

New this year, we will be holding events over the summer. On August 8, we will have a planting night. The cost is \$50. It will be held at the American Legion. There is limited seating and registration can be done online. Additionally, we will be doing a night a Board n' Brush in Ramsey on September 27. The fee is \$65.

Thank you again for a wonderful year.

## **COMMITTEE REPORTS**

Wrap Ups:

- Kindergarten Screening: Debbie Liga & Jen Percelli: D Liga spoke. Screening went well. We are up to 59 children registered for Kindergarten. Orientation will be held on June 6.
- Teacher Appreciation Week:
  - Memorial: Evelyn Mannino: Everything went great. The ice cream truck seems to be the most enjoyed part of the week. The popcorn was well received also. Thank you to all who made donations.

- HMS: Heather Davidson: As Evelyn said everything went very well. A big thank you to Evelyn who has consistently gone above and beyond with the planning and preparation for this special week.
- Move-a-Thon: Maria Marano: Thank you to all who volunteered to help. The event was held outdoors this year which enabled us to have more activities and events for the children to participate in. We raised \$945. The grade that raised the most money was grade 1. They will be receiving a pizza party.
- Memorial Talent Show: Trish Febbo: The night was a success. There were fewer students and acts this year. The event came in under budget.
- Kindergarten Carnival: Lauren Realmonte: Lisa Angiulli spoke. There were 77 students this year. Thank you so much to the 37 volunteers that assisted in making this a successful event.

#### Current

- School Coordinators:
  - HMS- Jackie Roscio
  - Memorial – Giselle Micchio: G. Micchio spoke on behalf of J. Roscio and herself. End of year teacher gift letters went home, was blasted out and is on the PTO website. Again, there is option for you to mark off how much you would like to give and to whom within the school. The deadline is this Friday, June 8. This is a hard deadline; no money will be accepted after this date as money needs to be sorted, counted and gifts purchased.
    - i. Question: Kim Checinski: What is being done with the money?
      - 1. A: TD bank cards will be purchased as there is no fee to buy them or cash is given. The family name will be listed on the card.
    - ii. Question: Lisa Antropow: What if only \$10 is given to someone? Will they just get the \$10 cash?
      - 1. A: Yes.
    - iii. Question: Carly Saal: What is the minimum amount to give?
      - 1. A: \$5.
    - iv. Comment: Jessica Matos: Thank you so much for doing this. It really makes the end of year gift giving much easier.
- 8<sup>th</sup> Grade Activities: Kim Checinski, Gini Panzera, Heather Venezia: K. Checinski spoke. The students are away on their overnight trip. We are beginning to wrap everything up for the year. June 14 is the dance at the Tides. June 19 is graduation at Memorial at 7pm. June 20 is the breakfast. June 21 is the Fiesta. June 22 is the last day of school.
- Sunshine:
  - HMS: Gini Panzera: G Panzera reported for herself and M Cacciola: There were no sunshines this past month.
  - Memorial: Mona Cacciola: Not present.
- Dining Out: Carly Saal: This coming Sunday, June 10, we will have a dining out at Chipotle. It will be from 4pm-8pm. Please print the flyer and bring with you or present it to them on your phone. We need to have a minimum of \$300 in sales. The restaurant will give back 50% to the PTO.
- Memorial field day: Gini Panzera: The event was postponed due to weather. Field day will be held June 11. We have everything we need. The event will most likely be under budget. It may be helpful to have a canopy tent.
  - Comment: Heather LaCognata: The PTO will be purchasing 2 canopy tents for use at various events.
- 4th Grade Move Up: Evelyn Mannino & Maria Marano: E. Mannino spoke. We are hopeful to have full attendance in the 4<sup>th</sup> grade tomorrow so that we can take the class photo. The 4<sup>th</sup> grade move up will be held on June 15. We are working on some decorations and finalizing the legacy gift.
  - Comment: Maria Marano: Please submit any additional photos for the DVD, it is being finalized this week.
- Safety Town: Heather LaCognata, Heather Davidson, Jessica Tomasi: J. Tomasi spoke. Safety Town is being held July 16-20. Currently, 31 children have registered. We are in process of getting volunteers. If anyone else is in need of service hours or interested in volunteering, please submit their information, which can be found on the PTO website. Information will be emailed out on what is required of volunteers.
  - Comment: Maria Marano: Shop Rite donated 450 large bags of pretzels. They are allergy free. Can these be used at Safety Town, or at any other events?
    - i. A: Hopefully they can be used at field day, end of year parties, move up and any other events remaining for the year.
- Committee Folders: Jessica Tomasi: Committee folders are due back with write ups from the event as soon as possible. They are needed prior to the PTO annual audit.

- Comment: Maria Marano: Can the move-a-thon have a co-chair next year? I would not mind chairing it for the two years my son has left in Memorial, but would like to have someone shadow to learn what to do for the future.
  - i. A: Depending on who volunteers, this is a nice idea.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

- Receipts and closing the year: Angela Bua: All receipts are due in by June 8 or as soon as your event is completed. Everything needs to be in by the time of the PTO audit later in June. If receipts are not received and books are balanced, you will risk not being reimbursed.
- Class Parents and Class Captains: Giselle Micchio
  - System reset: As H. Davidson mentioned earlier, the system will be reset on Friday, June 29. The system will be open for you to go in and update your child's information and mark teachers as unknown on Monday, July 2. This is when you may volunteer for committee chairs and co-chairs, class captains and class parents. This will occur through July 31.
  - PTO membership and meeting requirements: In order to be considered for any of the above, you must be a PTO member in good standing and pay the upcoming PTO dues for 2018-2019 school year come September. You must have attended a minimum of 3 PTO meetings. In the event there are no volunteers who have attended 3 meetings, then other individuals will be considered. This year, we had many people that were surprised about the 3 meeting requirement, despite this being conveyed multiple times.
  - Procedure for field trip chaperones: The procedure for choosing field trip chaperones will be changing for next school year. Back up lists will no longer be used. Moving forward, notices will contain a line for your name if you are interested in attending the field trip. If a class parent is unable to attend or additional parents are needed for the trip, teachers will take the returned notices with interested parties and pick from a hat who will attend the trip.
- Committee Chairs and volunteers for 2018-2019: Jessica Tomasi: Please go into the system after 7/1 and volunteer for these. The chairs and co-chairs for the fall fundraiser and the 5<sup>th</sup> grade ice cream social will be chosen mid July and contacted to begin planning their events.
- Babysitters are needed for the 2018-2019 school year during the PTO meetings. If anyone is looking for service hours, that would be ideal.
  - Comment: Michele Manning: Samantha is interested.
- Annual audit: Angela Bua: The audit will be held on 6/26 at 7:30pm at Heather LaCognata's home. At the April meeting, J. Feather and J. Matos volunteered to assist.
- Selection of the new 2018-2019 8<sup>th</sup> Grade Committee Chairs & Treasurer: Heather LaCognata: There were several volunteers for the 8<sup>th</sup> grade committee. Thank you to all. Three individuals volunteered for the chair, co-chair and or treasurer positions. We will pick from the bowl who will be the chair and co-chair first. The remaining person will be the treasurer.
  - Jessica Tomasi will chair the committee.
  - Maureen Kurzynski will co-chair.
  - Randi Venema will be the treasurer.
  - Congratulations to all.

## **QUESTIONS / COMMENTS**

- Question: Evelyn Mannino: Do we try to use the same vendors repeatedly? It may be beneficial to do this and even have hopes of reduced rates for future events.
  - A: H. LaCognata: We encourage that this information is conveyed in the write up that gets done after the event for the committee folder. We can gather such information and make a suggested list of vendors.

Parents, Teachers and Administrators,

Have a safe, happy & healthy summer break. THANK YOU everyone for another wonderful year. All the hours put into volunteering have made this year successful for our schools and for our children. We could not have done any of the amazing activities and programs for the children without your support.

Sincerely, your 2017- 2018 PTO Executive Board

Heather, Jessica, Angela, Giselle, Heather & Jen

Meeting adjourned: 7:56pm

Respectively submitted,

Jennifer Puskas, Recording Secretary